

APPROVED AS AMENDED: April 9, 2018  
WEST WINDSOR TOWNSHIP COUNCIL  
BUDGET SESSION #6  
March 6, 2018

CALL TO ORDER: President Miller called the meeting to order at 9:34 a.m.

STATEMENT OF ADEQUATE NOTICE

This is to advise that the notice requirement provided for in the "Open Public Meetings Act" has been satisfied. Notice of this meeting was properly given and transmitted to The Times and Princeton Packet; filed with the Clerk of the Municipality; and posted in the West Windsor Township Municipal Building at North Post and Clarksville Roads on February 12, 2018 and revised on February 23, 2018.

ATTENDEES: President: Miller; Vice President: Manzari; Council: Bahree, Geevers, Hamilton; Mayor: Marathe; Business Administrator: Schmid; Deputy Township Clerk: Huber; Chief Financial Officer: Louth; Director of Community Development/Township Engineer: Guzik (1:05 p.m.-1:20 p.m.); Manager of Emergency Services: Yates (1:32 p.m.-1:42 p.m.)

SALUTE TO THE FLAG

Flag salute was led by Deputy Clerk Huber.

PUBLIC COMMENT

Mr. John Church, 11 Princeton Place, noted his concerns on various parts of the budget.

Mr. Edward Sullivan, 31 Ginnie Lane, voiced his opposition on the Township's current formula for sewer rates for minimal water usage. He encouraged Council and the Mayor to review the matter.

FUND BALANCE

Ms. Louth advised that the fund balance provides cash flow to enable the Township to meet all of its financial obligations. Ms. Louth read the following into the record: "It is the amount of funds available as of the prior year-end to be used as revenue to support the annual budget. Fund Balance is "one-time" revenue that must be replenished during the budget year in

order for it to be available for use in a subsequent year's budget. Fund Balance is replenished by "excess resulting from operations" which includes 1) the difference between revenues realized versus anticipated; 2) uncharged balances in prior year appropriations; and 3) the collection of taxes in excess of the Reserve for Uncollected Taxes." She also noted that there needs to be less reliance on the use of Fund Balance to support future budgets. Ms. Louth also advised that statutory restrictions pertaining to the "Property Tax Levy Cap" may prohibit future tax increases necessary to restore the level of Fund Balance which may compromise future services to residents.

Ms. Louth advised that the unused portion of the overall budget for the past few years has been 2-3%. She reviewed the regulations for fund balance and what the Township needs to do to sustain the reserve. Ms. Louth advised that the budget policy has been for long-term sustainable budgeting.

#### REVENUES

Ms. Louth reviewed the revenues for 2018. She noted that the main goal is to keep taxes low.

Discussion ensued on how to proceed with the revenue and fund balance portion of the budget discussion.

Mayor Marathe spoke about the revenues and his views on them. He reminded Council that if you adjust any revenues you have to also adjust the fund balance number.

Council members inquired about the rate of return on investments and if the Township can buy "T bills".

Ms. Louth advised that currently the Township purchases Bond Anticipation Notes and that on February 1<sup>st</sup> it received a 1.538% and on February 23<sup>rd</sup> it received a 1.98% rate and which both mature in 2019. She noted that the Township's current Bond Anticipation Notes yield a better return than "T bills" currently. Ms. Louth reviewed the investment policies and procedures the Township has to follow. She advised that the investments made this year will mature in 2019.

Discussion ensued over the various trust fund accounts and their interest.

Ms. Louth advised that the tax levy for this year is \$25,075,430.39 which is an increase over 2017 of 4.69%. She noted that because prior Councils have passed the "Cap Banking" ordinance this gives the current and future Councils tools to help make up the difference in the budget without cutting vital services to residents.

Discussion ensued over cap banking and how it helps with the budget process.

Ms. Louth advised that this will be the first time the Township has used Property Tax Levy cap banking.

Council requested an explanation as to the need this year to use cap banking.

Mayor Marathe advised that the need arises because of the shortfall of \$350,832.87 in the budget.

#### CAP ORDINANCE

Ms. Louth handed out a worksheet showing how "Cap Banking" would help future Councils if needed. She advised Council that this ordinance will be on for introduction at the March 26, 2018 Business Session.

Discussion ensued over cap banking and how it gives the Township the necessary tools for future Councils to use if necessary.

#### STATE REVIEW

Ms. Louth reminded Council that this year the Township is under State review and that after budget introduction on March 26<sup>th</sup> that the budget will be sent to the State for review prior to the Public Hearing.

Motion to take a break was made at 11:45 a.m.: Hamilton  
Second: Geevers  
VV: All approved

Meeting reconvened at 12:00 p.m.

WRAP-UP

President Miller requested that each member give their suggestions for the budget.

Ms. Bahree voiced her concern about the Gasoline budget and suggested that this line item be reduced by \$30,000.00.

Ms. Louth advised that the Township's policy has been to keep utilities flat from year to year.

Discussion ensued over gasoline prices and how to manage this line item.

Ms. Hamilton thanked Mayor Marathe for the transparency during this budget process. She requested that \$1,000.00 be moved from the Board of Health Operating Expenses to the Senior Center Operating Expenses to add additional balance classes for the seniors.

President Miller advised that she had also made this suggestion.

Ms. Geevers suggested reviewing fees for non-resident use of the center.

Mayor Marathe advised that the employees running the various departments are capable of managing. He gave his philosophy on managing the Township.

Motion by Ms. Hamilton to move \$1,000.00 from the Board of Health Operating Expenses to the Senior Center Operating Expenses:

Second: Geevers

RCV: aye Bahree

aye Geevers

aye Hamilton

aye Manzari

aye Miller

Ms. Manzari requested a discussion on the traffic line item in the Public Works budget. She suggested looking into a shared service agreement with other Townships. Ms. Manzari inquired as to why the Township needs to address maintenance for these lights since the County never did general maintenance. She suggested reducing this line item.

Discussion ensued on the traffic lights and whether or not the Township should proceed with a general maintenance contract or just an emergency based contract.

Ms. Schmid reviewed the bid process for obtaining these services. She explained that the Township can request maintenance as well as emergency repairs and that at a minimum the Township needs to have a contract in place for emergency repairs. She suggested that the Township go out to bid and the Council can either award a contract or reject the bids.

Ms. Bahree again advised that she is concerned about the amount of funds that has been budgeted in the gasoline line item.

Ms. Schmid and Mayor Marathe addressed her concerns.

Ms. Bahree moved to reduce the gasoline line item by \$30,000.00:

Second: Manzari

RCV: aye Bahree

NAY Geevers

NAY Hamilton

aye Manzari

NAY Miller

Ms. Geevers moved to reduce the gasoline line item by \$10,000.00:

Second: Hamilton

RCV: aye Bahree

aye Geevers

aye Hamilton

aye Manzari

aye Miller

Ms. Bahree proposed several reductions in various budgets for 2018.

Discussion ensued among Council Members, the Mayor, Administration, and the Deputy Clerk on Ms. Bahree's proposed changes to the budget. There was no consensus to reduce the budgets any further.

Motion to reduce the Council Budget by \$1,000.00: Bahree

Second: Manzari

RCV: aye Bahree

aye Geevers

aye Hamilton

aye Manzari

aye Miller

#### CAPITAL BUDGET

Ms. Hamilton suggested leaving the sidewalk and street tree replacement programs the same this year and review them more in depth during 2018.

Ms. Geevers suggested taking the \$45,000.00 for the sidewalk cleaning machine proposed by Public Works and putting it into the sidewalk repair capital budget.

Mr. Guzik reviewed the mandates from the State which started in 2004 regarding stormwater management. He reviewed why in certain areas porous sidewalks versus regular concrete sidewalks are necessary. He advised Council that there are several areas within the Township where porous materials have been used and that the only places that have not held up are a few slabs on Penn Lyle Road.

Discussion ensued with Mr. Guzik and Council members regarding the necessity for using porous versus concrete and suggested that a cost benefit analysis be performed.

Mr. Guzik advised that maintenance is required and that in the past the Township was able to borrow machinery from a neighboring Township.

Mayor Marathe advised that he will continue to review and advise if there are any other options for the equipment purchase.

Mr. Guzik also advised that starting this year all elected officials have to take an on-line course on stormwater management. He will be forwarding the information to the Clerk's Office.

Ms. Manzari requested additional discussion about the power stretchers requested by Fire and Emergency Services.

Mr. Yates reviewed the need for power stretchers and advised that these stretchers are used at accident scenes, hotels, and commercial establishments and that they are used to transport patients after they have been removed from homes because homes are more difficult to maneuver around with any type of stretcher. He advised that these operate the same as a regular non-motored stretcher. Mr. Yates noted injuries have occurred when staff are placing the stretchers in and out of the ambulances and that power stretchers would be a benefit because there would be fewer workers compensation claims.

Discussion ensued about the necessity for power stretchers versus non-power stretchers.

Ms. Manzari requested more information regarding the annual \$25,000.00 per municipal facility in the budget.

Ms. Louth addressed Ms. Manzari's concerns.

Ms. Hamilton requested Ms. Louth to review how the capital budget process works.

Ms. Louth reviewed the capital budget process and advised Council that prior to the introduction of the bond ordinance funds could be reallocated if necessary.

Ms. Louth inquired if there are any other adjustments that Council wants to make to the budget. She also noted that the \$11,000.00 cut from the budget would make no difference to the tax rate, and suggested adding it to the Public Works Operating Expenses.

Ms. Hamilton moved the \$11,000.00 cut from the budget be moved to the Public Works Operating Expenses:

Second: Miller

RCV: aye Bahree  
nay Geever  
aye Hamilton  
nay Manzari  
aye Miller

PUBLIC COMMENT

Mr. John Church, 11 Princeton Place, expressed his concerns about the budget process and advised that he will have additional comments at the introduction of the budget.

CLOSED SESSION

Motion to go into closed session at 2:05 p.m.: Manzari  
Second: Hamilton  
VV: All approved

Ms. Huber read the closed session resolution into the record:

Whereas, N.J.S.A. 10:4-12 allows for a Public Body to go into closed session during a Public Meeting, and

Whereas, the Township Council of West Windsor Township has deemed it necessary to go into closed session to discuss certain matters which are exempted from the public; and

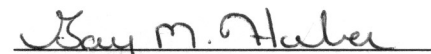
Whereas, the regular meeting of this Township Council will reconvene; and

Whereas, the below stated subject matter shall be made available at such time as the issues discussed therein are resolved and its disclosure would not subvert any particular exception for convening a closed session.

Now, therefore, be it resolved that the Township Council of the Township of West Windsor will go into closed session for the following reason(s) as outlined in N.J.S.A. 10:4-12: For the discussion of contract negotiations with Avalon Bay.

Meeting reconvened at: 2:40 p.m.

Motion to adjourn at 2:42 p.m.: Geevers  
Second: Manzari  
VV: All Approved

  
Gay M. Huber  
Deputy Township Clerk  
West Windsor Township